

## Furniture and Equipment

UNIT  
QTY

### Inventory Items:

Supply/Equipment Counter- 8' W/ Cabinets Above & Below	M	1
Table, Café		2
Table, Café		3
Table, Children's Play		1
Table, Coffee		1
Table, Conference		2
Table, Drum		2
Table, End		6
Table, Juvenile		6
Table, Meeting Room		16
Table, Reader's		10
Table, Reader's		8
Table, Reader's		2
Table, Reader's		4
Technology Carrel		1
Technology Carrel		28
Technology Carrel		16
Technology Carrel, Adjustable (Electrical) Height		8
Technology Counter- 8' Curved		2
Technology Station, Systems Furniture		1
Telephone Handset		11
Telephone Headset		3
Tote Bag Hooks-Wall Mounted		12
TV Monitor, 20"		1
TV Monitor, 50" Projection Large Screen		1
TV/VCR Player		2
Uninterruptible Power Supply (UPS), Single Device		1
Vacuum Cleaner, Dry Upright		1
Video Cassette Player/Recorder		1
Video Conferencing System		1
Waste Basket		34
Water Or Planter Element		1
White Board		2
White Board		4
White Board		4
Workstation, Children's Office System		1
Workstation, Circulation Check-In Desk	M	2
Workstation, Clerical Counter	M	2
Workstation, Clerical Office System		3

## Furniture and Equipment

UNIT  
QTY

### Inventory Items:

Workstation, Computer Technician's Counter	M	2
Workstation, Food Preparation Counter	M	1
Workstation, Food Preparation Counter	M	1
Workstation, Reference Office System		2
Workstation, Sorting Counter	M	1
Workstation, Young Adult Office System		1

### Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	9
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves	2
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	10
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelves	7
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	4
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	4
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelves	1
42" Aisle DF 45"H Steel Shelving W/ 4 Shelves	8
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	32
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	34
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	36
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves	12
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	4
Audio CD Rotor Tower SF 66" Shelving Unit	2
CD-ROM Rotor Tower SF 66" Shelving Unit	2
DVD Rotor Tower SF 66" Shelving Unit	2
Paperback Rotor Tower DF 66" Shelving Unit	5
Paperback Rotor Tower SF 66" Shelving Unit	7
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	2

**M=MILLWORK**

## PRELIMINARY PROJECT BUDGET

The preliminary budget for the project includes the costs associated with land acquisition, planning and designing the library, geotechnical reports, environmental documentation, site development, construction and contingency, construction management fees, relocation, furniture and equipment, and the acquisition of new materials. The estimated cost for each is shown below. This has been reconciled with the conceptual design cost estimate. It has been reconciled with the architect's preliminary budget.

<b>Multi-Purpose Library Preliminary Project Budget</b>					
	<b>Library-Dedicated Eligible</b>	<b>Library Portion of Common Area-Eligible</b>	<b>Library Total-Eligible</b>	<b>Library Total-Ineligible</b>	<b>Other Total-Ineligible</b>
New Construction	4,580,000	763,000	5,343,000		988,000
Contingency	458,000	76,000	534,000		99,000
Site Development	5,000		5,000		
Site Fees /Permits	298,000	50,000	348,000		66,000
Furnishings & Equipment	1,379,000		1,379,000		
Signage	27,000		27,000		
Architectural & Engineering Fees	916,000	153,000	1,069,000		169,000
Construction Cost Estimator Fees	20,000	4,000	24,000		5,000
Interior Designer Fees	207,000		207,000		
Construction Project Management	413,000	69,000	482,000		78,000
Local Project Administrative Costs	547,000	86,000	633,000		80,000
Works of Art				80,000	15,000
Acquisition of Library Materials				1,300,000	
<b>Total</b>	<b>8,849,000</b>	<b>1,200,000</b>	<b>10,050,000</b>	<b>1,380,000</b>	<b>1,500,000</b>
<b>TOTAL PROJECT COST \$22,979,000</b>					

## Spanish Relationships for All Library Divisions

### Adult Services

The Adult Services Division should be readily accessible from the Library Entrance. Between the entrance and the adult fiction and non-fiction collections should be the high turnover, popular materials of the Marketplace. The Marketplace will be a busy and noisy part of the library. Adult Services is the quieter area, away from the heaviest traffic around new books, audiovisual materials and Spanish language materials. Furthest away from the entrance and the Marketplace will be the quiet "living room" seating of Adult Services.

To facilitate the use of the library by families, lines of sight will be maintained between the Mobile reference Stations of Adult Services, Teen Services and Children's Services Divisions.

#### CLOSE:

Marketplace  
Library Entrance

#### LINE OF SIGHT:

Children's Services  
Teen Services



Children from the two on-campus schools, for which this library is also the school library, will enter the library from their campus and be immediately in the spaces of Children's Services. Both the School Entrance and the general Public Entrance should be close enough to Children's Services that children and families can access it without having to move through the adult fiction and non-fiction collections.

There should be a sight line to Teen Services and Adult Services, since use of this library by families is expected to be extensive, and family members will want to keep track of each other. Teens also come with younger siblings they are supervising. There should be a sight line among staff at the three Mobile Reference Stations and the Service Desk for security.

Many of those using the library as families will be Spanish-speaking. The Adult Spanish Language Area should be close to Children's Services so that adults can browse the language collection while keeping an eye on their children.

Children's Services will tend to be noisy, and should be away from the Quiet Reading Area most used by adults for reading and study.

**ADJACENT:**

Library Entrance (Student Entrance)

**CLOSE:**

Adult Services (Adult Spanish Language)

**AWAY:**

Adult Services (Quiet Reading)

**LINE OF SIGHT:**

Teen Services

Adult Services

Circulation Services (Service Desk)

### **Circulation Services**

Circulation Services should be centrally located where all library patrons pass through it when entering or exiting the library building from either of the entrances; it is the one public service point that will always be staffed and is the initial point of contact between staff and library users. Staff at the Service Desk should have visual contact with staff at as many of the three Mobile Reference Stations as possible.

Circulation Services will involve a fair amount of patron interaction and a moderately high noise level. It should be removed from the Adult Quiet Reading Area of Adult Services. It can be close to the high traffic Marketplace, which will also be bustling and fairly noisy.

**ADJACENT:**

Library Entrance

**CLOSE:**

Marketplace

**AWAY:**

Adult Services (Quiet Reading)



These spaces are distributed throughout the library and are non-public areas. With the exception of the storage, they are part of the non-assignable square footage of the building. While there are no critical functional adjacencies, it is important that noise associated with the equipment be baffled so that it does not interfere with patron use of the library or with staff functions. Patrons should not be able to access these spaces.

**AWAY:**

Adult Services (Quiet Reading)

**Library Entrance**

From the two entrances patrons should be able to see how the library is organized, for ease of use. Large area signs and directional signs, along with a directory at each entrance should help orient patrons as they enter.

This will be a high-traffic and relatively noisy area. It should be away from the adult Quiet Reading Area. The library's most popular and enticing adult materials will be near the main entry in the Marketplace, so that patrons can easily access them. The areas of the library that would involve study, research or extended use are more remote. Circulation Services, with its staffed service desk, will be adjacent to the entrance; staff will greet library users as they enter and to offer assistance.

**ADJACENT:**

Circulation Services  
Marketplace

**AWAY:**

Adult Services (Quiet Reading)

**Marketplace**

Patrons may use the services and collections of the Marketplace without ever entering the rest of the library. Parents of students in library programs may use the Café as a place to meet with their neighbors while waiting for their children.

For other patrons, this will be the final stop in their visit to the library, as they use the self check machines to borrow library materials.

This will be the busiest (and noisiest) area of the library. It should be adjacent to the main Public Entrance and away from Adult Service's Quiet Reading Area. It should be close to Circulation Services, whose staff will greet patrons as they enter the library.

**ADJACENT:**

Library Entrance

**CLOSE:**

Circulation Services

**AWAY:**

Adult Services (Quiet Reading)



### **Public Meeting Rooms**

The Community Room and Classroom will be located on the second floor of the library. The major spatial relationship of this division is to the Library Entrance Division. Since these rooms may be in use when the rest of the library is closed, access must be provided through the main vestibule to the Meeting Rooms and to the second floor Public Restrooms without compromising the library's security.

The first floor Group Study Rooms will also double as space for literacy and other tutoring and for use of adaptive equipment by the disabled. These spaces should be away from the Library Entrance with its busyness.

#### **ADJACENT:**

Library Entrance (Elevator and Stairway to second floor)

#### **AWAY:**

Library Entrance (Group Study Rooms)

### **School Multi-Purpose Space - 2nd Floor**

District staff should be able to access their space without passing through the library's workspaces. It should be adjacent to the library's Teachers' Resource Room.

#### **ADJACENT:**

Teachers Resources Room of Staff Services

#### **SEPARATE FROM:**

Staff Services

### **Staff Services**

The Staff Services should all be close to each other for maximum staff efficiency. The one exception is the Teachers' Resource Room, which should be accessible without going through library work space.

Staff Services should be easily accessed from the elevator and staircase leading from the first floor. There are no critical adjacencies for function. However, with the staff spaces sharing the second floor with the Public Meeting Rooms and the School Multi-Purpose Space, care must be taken to insure the security of staff spaces when the meeting rooms are used "after hours".

#### **CLOSE:**

Elevator and Stairway from the Library Entrance

#### **SECURE FROM:**

School Multi-Purpose Space  
Public Meeting Rooms



In many libraries it is important for Teen Services to be located away from Children's Services, as the teens enjoy moving away from the smaller furniture and younger materials. In this community, that separation is not desirable. With many families using the library, teens are often in charge of younger siblings and need to keep an eye on them. With the lower reading levels, the adult, teen and children's collections will be used by all ages according to their English language skills and educational level; the separation among them is not to be emphasized.

There should be sight lines from Teen Services to Children's Services, Adult Services and Circulation Services staff at the Mobile Reference Stations for security. It should be close to the Group Study Rooms of the Public Meeting Rooms Division for use of students studying together. With its encouragement of use as a place for teens to gather, it should be away from the quiet seating of Adult Services.

**CLOSE:**

Public Meeting Rooms (Group Study)

**AWAY:**

Adult Services (Quiet Reading)

**SIGHT LINES:**

Children's Services

Adult Services

Circulation Services





## **Division Name**

### **Space Name**

Description/Detail Dat

## **ADULT SERVICES**

### **Adult Fiction**

The Fiction Collection should be adjacent to the popular book collections of the Marketplace. Patrons may look for the newest titles in the new book display area and then go to the fiction shelves for additional recreational reading. It forms a buffer between the noisier Marketplace and the quieter Adult Non-Fiction Collection, to which it is also adjacent.

The area should be close to the Quiet Reading Area that provides seating for adults using both the fiction and non-fiction collections.

#### **ADJACENT:**

Adult Popular Materials  
Adult Non-Fiction

#### **CLOSE:**

Quiet Reading Area

### **Adult Non-Fiction**

The Adult Non-Fiction Collection should be adjacent to the Quiet Reading Area for adults to provide seating for those who want to study and/or read. It should be located away from all of the noisier Children's Services spaces, with the exception of the children's non-fiction collection. Adult Non-Fiction should flow into the Children's non-fiction collection to facilitate the use of both by residents with limited education or English language proficiency without embarrassment.

The Adult Non-Fiction Collection should be adjacent to the Adult Fiction Collection. It should be somewhat removed from the busyness and noise of the Marketplace.

It should be close to the Teen Area. The collection in the Teen Area is a recreational one. Older students will use the Adult Non-Fiction collection for homework assignments and research.

#### **ADJACENT:**

Adult Quiet Seating  
Adult Fiction

#### **CLOSE:**

Children's Area (non-fiction collection)  
Teen Area

#### **AWAY:**

Marketplace



## **Division Name**

### **Space Name**

Description/Detail Dat

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## **ADULT SERVICES**

### **Adult Spanish Language**

The Adult Spanish Language Area should be along a main path of travel and visible from the Public Entrance. This will be a very popular collection. It should be close to the other Spanish language materials for children, both preschool and older children, to accommodate Latino family members using the library together. It should be relatively close to the Service Desk; staff at this desk will supervise the area.

#### **CLOSE:**

Service Desk  
Children's Area (Spanish language materials)

#### **SIGHT LINE:**

Service Desk  
Mobile Reference Station (adult)

### **Branch Manager's Office**

This office should be adjacent to the Service Desk and close to the two library entrances to facilitate patron interaction with the Branch Manager and to handle any circulation problems that arise. It should have good visibility of the public space of the library, particularly the adult areas.

#### **ADJACENT:**

Service Desk

#### **CLOSE:**

School Entrance  
Public Entrance

#### **SIGHT LINE:**

Adult Spaces

### **Quiet Reading Area**

The Quiet Reading Area should be remote from the busiest areas of the library, including all children's spaces and the Marketplace. It should be close to the Adult Non-Fiction and Adult Fiction Collections; patrons will bring materials from both collections to read or work with them in peace and quiet.

#### **CLOSE:**

Adult Non-Fiction  
Adult Fiction

#### **AWAY:**

All Children's Spaces  
Marketplace



## **Division Name**

### **Space Name**

Description/Detail Dat

## **CHILDREN'S SERVICES**

### **Children's Area**

The Children's Area should be visible from the School Entrance and from the general Public Entrance. It should be relatively close to the Children's Multi-Purpose Room that is the first floor option for the PASS! homework assistance program. Students will use the children's collection for homework assignments.

The collections of the Children's Area should flow into the adult area so that both can be used by adults with limited education or English proficiency without embarrassment. The Spanish language segment of the collection should be as close as possible to the adult materials in Spanish that are located in the Marketplace.

The Children's Area should be close to the Family Restroom for the convenience of classes visiting the library and parents with their children using these collections. It should be adjacent to the Preschool Area so that children can use both collections easily.

The Children's Area should be adjacent to the Parent Area, where families can read together on comfortable furniture, and close to the Story Time & Family Reading Area where children and their parents can sit on plush benches to share a book.

#### **ADJACENT:**

Adult Non-Fiction

#### **CLOSE:**

Family Restroom

Children's Multi-Purpose Room

Adult Spanish Language

#### **SIGHT LINE:**

School Entrance

Public Entrance

### **Children's Multi-Purpose Room**

The Children's Multi-Purpose Room should be within the Children's Services Area but it has no particular adjacency requirements. Because it will be used for a number of school activities, it should be visible from the School Entrance. Because it will be an area of high activity and noise at its entrance, it should be away from the adult Quiet Reading Area.

#### **CLOSE:**

Children's Area

#### **AWAY:**

Quiet Reading Area

#### **SIGHT LINE:**

School Entrance



## **Division Name**

### **Space Name**

Description/Detail Dat

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## **CHILDREN'S SERVICES**

### **Children's Office**

The Children's Office should be in the central part of the Children's Services Division to maximize visibility of the public spaces. It should be close to the preferred location for the Mobile Reference Station in the Children's Area.

#### **CLOSE:**

Children's Area

#### **Sight Line:**

All spaces in Children's Services

### **Computer Lab**

The Computer Lab will be one of the most heavily used areas of the library by the two schools with which the library shares a campus. A minimum of ten classes per week are expected to come to the Lab for computer training and practice, with students from kindergarten through 5th grade. This room should, therefore, be close to the School Entrance so that classes can use the Lab without disturbing other library users.

It should be close to the Children's Area so that it can be opened for general use when classes are not in session.

There will be some noise associated with the computer classes and the operation of equipment. This area should be removed from the adult Quiet Reading Area.

#### **CLOSE:**

Children's Area  
School Entrance

#### **AWAY:**

Quiet Reading Area

### **Family Restroom**

The Family Restroom should be adjacent to the School Entrance and to the Preschool Story Time and Family Reading Area. It is exclusively for the use of children and their parents. It should be close to the Children's Area and away from the Teen Area and Adult Areas to avoid parental concern and discourage its use by adults.

#### **ADJACENT:**

School Entrance  
Preschool Story Time Area

#### **CLOSE:**

Children's Area

#### **AWAY:**

Teen Spaces  
Adult Spaces



## **Division Name**

### **Space Name**

Description/Detail Dat

## **CHILDREN'S SERVICES**

### **Parent Area**

The Parent Collection should be adjacent to the Preschool Area and its Spanish and English picture book collections. These are the books most likely to be shared between parent and child. This area should be close to the Preschool Story Time & Family Reading Area for a parent who may want to wait for a children listening to stories. Because there will be reading shared out loud, this seating should be away from the adult Quiet Reading Area.

#### **ADJACENT:**

Preschool Story Time & Family Reading Area

#### **CLOSE:**

Preschool Area

#### **AWAY:**

Quiet Reading Area

### **Preschool Area**

The Preschool Area should be adjacent to the Preschool Story Time & Family Reading Area, where story times are presented and which parents can use for reading with their children. It should be adjacent to the Parent Collection, with its lounge chairs for both children and their parents. It should be close to the School Entrance to facilitate supervision by teachers bringing classes. It should be adjacent to the Family Restroom to avoid "accidents". It should be adjacent to, but distinct from, the Children's Area.

The area will be supervised by Children's Librarians at the Mobile Reference Station or from the Children's Office.

With its high activity and the energy of small children, this should be away from the adult Quiet Reading Area.

#### **ADJACENT:**

Preschool Story Time & Family Reading Area

Parent Area

Children's Area

Family Restroom

#### **CLOSE:**

School Entrance

Children's Restrooms

Children's Work Retreat

#### **AWAY:**

Quiet Reading Area



## **Division Name**

### **Space Name**

### **Description/Detail Dat**

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## **CHILDREN'S SERVICES**

### **Story Time & Family Reading Area**

The Story Time & Family Reading Area should be adjacent to the Preschool Area which houses the picture books most popular with younger children. Toddlers and preschool children can go right from a storytelling session to select books for browsing or home reading.

This area should also be close to the Children's Area, where the Children's Librarians have a Mobile Reference Station from which they visually supervise preschool and children's activities. As a very active and noisy part of the library, it should be removed from the adult Quiet Seating Area. It should be accessible without going through the adult fiction and non-fiction collections.

It should be close to the Children's Restrooms to avoid emergencies.

#### **ADJACENT:**

Preschool Area

#### **CLOSE:**

Children's Area

Family Restroom

#### **AWAY:**

Quiet Reading

## **CIRCULATION SERVICES**

### **Copy Center**

Though a self-service area, the Copy Center should be close to the Service Desk, where staff can provide assistance and monitor the use of the equipment. It should be close to the Public Entrance since it will be used by community members who do not have access to other copiers and who may not use the library for other purposes.

#### **CLOSE:**

Service Desk

Public Entrance

### **Delivery & Sorting Room**

The Delivery / Sorting Room should be adjacent to the Public Entrance to minimize the distance the messenger has to travel with delivery bins and bags. It should be adjacent to the Circulation Desk, with which it has functional ties.

#### **ADJACENT:**

Public Entrance

Service Desk



## **Division Name**

### **Space Name**

Description/Detail Dat

## **CIRCULATION SERVICES**

### **Service Desk**

The Service Desk, as the only public service desk always staffed, must be located adjacent to the Public Entrance and be visible from the School Entrance, so that patrons entering the library are greeted and assisted immediately. It should be adjacent to the Delivery & Sorting Room with which it has a functional relationship, both handling circulating items.

This will be a relatively noisy area of the library, with staff-patron conversations and traffic passing as people enter and leave the library. It should be close to other high traffic areas, such as the Marketplace, with its popular materials. It should be away from the Adult Quiet Reading Area.

The Service Desk staff should have good visual supervision of the entrances and the Public Restrooms, if possible. Staff at the Service Desk should have visual contact with as many of the Mobile Reference Stations as possible for security.

The Copy Center should be close to the Service Desk to provide assistance and to monitor use of the equipment.

#### **ADJACENT:**

Delivery & Sorting Room  
Public Entrance

#### **CLOSE:**

Public Entrance  
Copy Center

#### **AWAY:**

Adult Quiet Reading Room

#### **SIGHT LINE:**

Public Restrooms  
Mobile Reference Stations  
School Entrance

## **GENERAL BUILDING SERVICES**

### **Communications Rooms**

The MCR should be located on the first floor of the two story facility, connected by a vertical riser to a Communications Closet stacked above on the second floor. It should be located as close as possible to where data, telephone and security lines enter the site, probably on 81st Avenue. There should be no more than 275' between the MCR and any data drop.

The MCR and the Communications Closet are non-public spaces. The MCR should be located away from workspaces, meeting rooms and quiet reading spaces to avoid having its noise interfere with staff or patron use of the library.



## **Division Name**

### **Space Name**

Description/Detail Dat

## **GENERAL BUILDING SERVICES**

### **Custodian's Room(s)**

There are no critical adjacencies for this non-public space. If there are custodian spaces provided on each floor, the primary one should be on the first floor, adjacent to the Public Restrooms that require frequent cleaning.

### **Elevator and Equipment**

The Elevator should be adjacent to the public entrance and accessible from the vestibule so that the second floor meeting rooms can be used even when the library is closed.

### **First Floor Storage Room(s)**

There is no critical adjacency for the first floor storage, since it will be used by all staff for a variety of purposes.

### **Mechanical Equipment Room**

This room has no adjacency requirements.

### **Public Restrooms**

The Public Restrooms on the first floor should be centrally located and visible, near the front of the library. The entrance should be visible from the Service Desk.

The Public Restrooms on the second floor should be close to the public/staff elevator and stairway, and close to both the Community Room and the Classroom on this floor.

## **LIBRARY ENTRANCE**

### **Public Entrance**

The Public Entrance and Lobby is the focal point and primary access to all parts of the library, including the elevators and stairs leading to the second floor. From this entry point patrons should be able to see the general layout of the library collections and services.

The Public Entrance is adjacent to the Service Desk, where the first interaction with staff takes place. It is close to the Marketplace that houses the library's most popular and high-circulating materials--new books audiovisual materials and magazines. It is adjacent to the Café, where patrons can stop for light refreshments, or use express computer terminals.

This will be a noisy and high-traffic area, and should be removed from the Quiet Reading Area.

#### **ADJACENT:**

Café  
Service Desk

#### **CLOSE:**

Adult Popular Materials

#### **AWAY:**

Quiet Reading Area





## **Division Name**

### **Space Name**

Description/Detail Dat

## **LIBRARY ENTRANCE**

### **School Entrance**

The School Entrance will be close to the Preschool area, facilitating the supervision of young students by their teachers. It will also be near the Family Restrooms. From the School Entrance teachers and students should be able to see the layout of Children's Services, and identify where the various collections that will be used by children are shelved.

#### **ADJACENT:**

Family Restroom

#### **CLOSE:**

Preschool Area

#### **SIGHT LINE:**

Children's Area

Computer Lab

Children's Multi-Purpose Room

Parent Area

Story Time & Family Reading Area

## **MARKETPLACE**

### **Adult Popular Materials & Mobile Reference Station**

The Adult Popular Materials Area should be highly visible from the Public Entrance. It should be adjacent to the Self Check & Reserve Pick Up Bay for patrons who want to make a quick trip to the library, select new materials and check them out independently. It should also be adjacent to the Periodicals Area, since both collections will invite browsing. It should be close to the Café, so that residents can select their recreational reading and enjoy it in the library in comfortable seating and refreshments.

#### **ADJACENT:**

Periodicals

Self Check & Reserve Pick Up Bay

#### **CLOSE:**

Public Entrance

Café

### **Café**

The Café must be adjacent to the Public Entrance, highly visible and accessible to library users before they enter the main library space. It should be visible from the exterior, an inviting space. It should be close to the library's Marketplace so that patrons can bring their recreational reading into the Café for comfortable reading. There should be a sight line from the Service Desk to the Café.

#### **ADJACENT:**

Public Entrance

#### **CLOSE:**

Marketplace



## **Division Name**

### **Space Name**

Description/Detail Dat

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## **MARKETPLACE**

### **Periodicals**

The Periodicals Area is part of the Marketplace of popular and high use collections. It should be close to the other browsing collections--Adult Popular Materials. It should be close to the Café, so patrons may select magazines and read while enjoying a snack. It should be along the main path of travel.

#### **ADJACENT:**

Adult Popular Materials

#### **CLOSE:**

Café

### **Self Check & Reserve Pick Up**

The Self Check & Reserve Pick Up Bay should be along the main path of traffic into and out of the library and close to the Public Entrance. It should be in a convenient location and highly visible to encourage its use. It should be adjacent to the browsing collections of the Marketplace--Adult Popular Materials--that include new books, paperbacks, audiovisual materials and periodicals.

#### **ADJACENT:**

Popular Adult Materials

#### **CLOSE:**

Public Entrance

## **PUBLIC MEETING ROOMS**

### **Community Room - 2nd Floor**

The Community Room should be easily accessible from the elevator and staircase leading from the first floor entrance. It should be readily accessible to the Public Restrooms on the second floor. A Kitchenette should be adjacent so that refreshments can be brought in without disturbing a meeting or program. It should be close to a Meeting Room Storage Area where chairs, tables and audiovisual materials for both second floor meeting rooms and classrooms are stored when not in use. It should be removed from the staff areas on the second floor for security purposes.

#### **ADJACENT:**

AV, Chair & Table Storage Room  
Kitchenette

#### **CLOSE:**

Classroom  
Public Restrooms



## **Division Name**

### **Space Name**

Description/Detail Dat

## **PUBLIC MEETING ROOMS**

### **Community Room Kitchenette - 2nd Floor**

The Kitchenette should be adjacent to the Community Room and Classroom so that refreshments can be brought in without disturbing a meeting or program. The kitchenette should be equipped with a full refrigerator, microwave oven, sink, food preparation counter and lockable cabinets. The drinks and snacks for the PASS! homework assistance program will be stored here.

#### **ADJACENT:**

Community Room  
Classroom

### **Dividable Library Classroom - 2nd Floor**

The Classroom should be accessible from the stairway and elevator leading from the first floor and close to the Meeting Room Storage Room that will house the chairs, tables and audiovisual equipment when not in use. It should be relatively close to the Community Room, also used for community meetings, and away from the staff areas on the second floor for security reasons. It should be adjacent to the Community Room Kitchenette, which will be used to serve refreshments, including snacks to students involved in the PASS! Homework program. It should be adjacent to the Meeting Room Reception Area, where community members will gather before programs.

#### **ADJACENT:**

Community Room Kitchenette  
Meeting Room Reception Area

#### **CLOSE:**

Meeting Room Storage  
Community Room  
Public Restrooms

#### **AWAY:**

Staff Services spaces on the second floor

### **Meeting Room Reception - 2nd Floor**

This area will be adjacent to both the Community Room and the Classroom, serving as a reception room for either area. It should be somewhat removed from the elevator and stairway that brings library users to the second floor so that traffic flow is not interrupted. It should be away from Staff Services.

#### **ADJACENT:**

Community Room  
Classroom

#### **AWAY:**

Staff Workroom/Services



## **Division Name**

### **Space Name**

Description/Detail Dat

## **PUBLIC MEETING ROOMS**

### **Meeting Room Storage - 2nd Floor**

Furniture and equipment stored in this room will be used in both the Community Room and Classroom. It must be easily accessible to both.

#### **CLOSE:**

Community Room  
Classroom

### **Study / Special Services Room**

This room should be accessible primarily to adults and teens, since there are many other children's seating options. Most of the residents with disabilities are adults rather than youth. It should be close to the Teen Area for use by groups of students working together on projects. It should be adjacent to the second Study Room for ease of staff supervision. It should be close to the Adult Non-Fiction Area; users of this collection may want a space to spread out their work.

#### **ADJACENT:**

Group Study Room/ Tutoring

#### **CLOSE:**

Teen Area  
Adult Non-Fiction

### **Study / Tutoring Room**

This room should be accessible primarily to adults and teens, since there are many other children's seating options. Most of the tutor-student pairs will be adults. While the activity in the room is likely to involve conversations, it will be acoustically isolated, so its location is not mandated by this. It should be close to the Teen Area and to Adult Non-Fiction. It could be adjacent to the second Group Study Room for convenience of supervision.

#### **ADJACENT:**

Group Study Room

#### **CLOSE:**

Teen Area  
Adult Non-Fiction Collection

## **STAFF SERVICES**

### **Children's Librarians' Office - 2nd Floor**

This office will be adjacent to the Staff Workroom of which it is an extension. It will be close to the Staff Lounge and Staff Restrooms.

#### **ADJACENT:**

Staff Workroom

#### **CLOSE:**

Staff Lounge  
Staff Restrooms



## **Division Name**

### **Space Name**

Description/Detail Dat

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## **STAFF SERVICES**

### **Shared Office - 2nd Floor**

The Shared Office is adjacent to the Staff Workroom and should open into it, accessible to all staff. It has no other required adjacencies.

#### **ADJACENT:**

Staff Workroom

### **Staff Lounge - 2nd Floor**

The Staff Lounge should be adjacent to the Staff Workroom. It should be close to the Staff Restrooms, but the restrooms should not open into the lounge, to promote private use of the facilities.

#### **ADJACENT:**

Staff Workroom

#### **CLOSE:**

Staff Restrooms

### **Staff Restrooms - 2nd Floor**

The Staff Restrooms should be close to the Staff Workroom and the Staff Lounge, but should not open into either of these spaces. They should be away from the public meeting rooms, inaccessible to the public.

#### **CLOSE:**

Staff Workroom  
Staff Lounge

#### **AWAY:**

Community Room  
Classroom

### **Staff Storage/Supply Room - 2nd Floor**

The Storage/Supply Room should be adjacent to or entered from the Staff Workroom. It should be close to the elevator leading from the first floor to facilitate delivery.

#### **ADJACENT:**

Staff Workroom

#### **CLOSE:**

Elevator from the First Floor



## **Division Name**

**Space Name**

**Description/Detail Dat**

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## **STAFF SERVICES**

### **Staff Workroom - 2nd Floor**

The Staff Workroom should be close to the other staff service spaces on the second floor--Staff Lounge and Staff Restrooms. It should be adjacent to the Staff Storage / Supply Room and close to the elevator leading from the first floor. It should be away from the public meeting rooms-Community Room and Classroom.

#### **ADJACENT:**

Staff Storage / Supply Room  
Staff Lounge  
Staff Restrooms

#### **CLOSE:**

Elevator from First Floor

### **Teachers' Resource Room - 2nd Floor**

This space should be adjacent to the 4,000 square foot School Multi-Purpose Space on the second floor. It should be accessible without walking through the library's Staff Workroom. It should be close to the Staff Restrooms and Staff Lounge, both of which may be used by teachers when in this room.

#### **CLOSE:**

Staff Restrooms  
Staff Lounge  
School Elevator  
School Stairs



## **Division Name**

### **Space Name**

Description/Detail Dat

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## **TEEN SERVICES**

### **Teen Area**

In most libraries, the teen and children's areas should be separated, as teens enjoy the "graduation" out of the children's area. In this community, however, many of the teens will be caregivers for younger siblings. Therefore, the two areas should be separate but close, with good sight lines between each.

The Teen Area will be moderately noisy, with young people conversing and sharing computers. It should be away from the adult Quiet Reading Area. It should be close to the Groups Study Rooms that will be used by both upper elementary and older students for group projects.

Because teens will use both the children's and adult non-fiction collections for their school work, these should be relatively close.

#### **CLOSE:**

Children's Area (non-fiction)  
Adult Non-Fiction  
Group Study Rooms

#### **AWAY:**

Quiet Reading Area

#### **SIGHT LINE:**

Preschool Area  
Children's Area

### **Teen Office**

The Teen Office should be located so that there is a clear view of most or all of the Teen space. It should be close to the preferred location of the Mobile Reference Station.



# **Library Space Sq. Ft. Summary**

<b><u>LIBRARY DIVISION</u></b>	<b>Space</b>	<b>DIVISION</b>
<b>Space Name</b>	<b>Sq. Ft.</b>	<b>Sq. Ft.</b>
<b><u>ADULT SERVICES</u></b>		<b><u>3,432</u></b>
Adult Fiction	422	
Adult Non-Fiction	1,721	
Adult Spanish Language	240	
Branch Manager's Office	143	
Quiet Reading Area	906	
<b><u>CHILDREN'S SERVICES</u></b>		<b><u>4,958</u></b>
Children's Area	2,094	
Children's Multi-Purpose Room	838	
Children's Office	118	
Computer Lab	1,155	
Family Restroom	N/A	
Parent Area	160	
Preschool Area	394	
Story Time & Family Reading Area	199	
<b><u>CIRCULATION SERVICES</u></b>		<b><u>568</u></b>
Copy Center	130	
Delivery & Sorting Room	250	
Service Desk	188	
<b><u>GENERAL BUILDING SERVICES</u></b>		<b><u>175</u></b>
Communications Rooms	N/A	
Custodian's Room(s)	N/A	
Electrical Room	N/A	
Elevator and Equipment	N/A	
First Floor Storage Room(s)	175	
Mechanical Equipment Room	N/A	
Public Restrooms	N/A	
<b><u>LIBRARY ENTRANCE</u></b>		<b><u>N/A</u></b>
Public Entrance	N/A	
School Entrance	N/A	





**LIBRARY DIVISION**

Space Name

Space  
Sq. Ft.DIVISION  
Sq. Ft.**MARKETPLACE****1,183**

Adult Popular Materials &amp; Mobile Reference Station

372

Café

387

Periodicals

340

Self Check &amp; Reserve Pick Up

84

**PUBLIC MEETING ROOMS****3,126**

Community Room - 2nd Floor

1,318

Community Room Kitchenette - 2nd Floor

64

Dividable Library Classroom - 2nd Floor

830

Meeting Room Reception - 2nd Floor

216

Meeting Room Storage - 2nd Floor

250

Study / Special Services Room

239

Study / Tutoring Room

209

**SCHOOL MULTI-PURPOSE SPACE - 2ND FLOOR****4,000**

Unfinished District Space

4,000

**STAFF SERVICES****1,343**

Children's Librarians' Office - 2nd Floor

103

Shared Office - 2nd Floor

84

Staff Lounge - 2nd Floor

302

Staff Restrooms - 2nd Floor

N/A

Staff Storage/Supply Room - 2nd Floor

112

Staff Workroom - 2nd Floor

540

Teachers' Resource Room - 2nd Floor

202

**TEEN SERVICES****1,363**

Teen Area

1,245

Teen Office

118

**Net Assignable Square Footage:****20,148**

Non-Assignable Square Footage (@ 30% of Gross):

8,635

**Gross Square Footage:****28,783**

The primary function of the Adult Services Division is to house the library's non-fiction and fiction books in English, to supply computers and seating primarily for adults, and to provide reference service to those using the adult collections.

The collections may be used independently or with the assistance of staff. With the high immigrant population in the area, much of the assistance provided will be orientation to the library, its resources and its equipment, rather than in-depth research. With the high percentage of young people, the reference staff in this area will serve all ages.

In this community there are two general needs to be reconciled. Some residents with a history of using public libraries want a separate space for each age group and particularly want a quiet place for adults to read, a refuge. Others will be using the library as families and want more integration of spaces. The Adult Services Division will include both.

#### **SPATIAL RELATIONSHIPS**

The Adult Services Division should be readily accessible from the Library Entrance. Between the entrance and the adult fiction and non-fiction collections should be the high turnover, popular materials of the Marketplace. The Marketplace will be a busy and noisy part of the library. Adult Services is the quieter area, away from the heaviest traffic around new books, audiovisual materials and Spanish language materials. Furthest away from the entrance and the Marketplace will be the quiet "living room" seating of Adult Services.

To facilitate the use of the library by families, lines of sight will be maintained between the Mobile reference Stations of Adult Services, Teen Services and Children's Services Divisions.

#### **CLOSE:**

Marketplace  
Library Entrance

#### **LINE OF SIGHT:**

Children's Services  
Teen Services

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
Adult Fiction		422
Adult Non-Fiction		1,721
Adult Spanish Language		240
Branch Manager's Office		143
Quiet Reading Area		906
<b>TOTAL:</b>		<b>3,432</b>



The primary function of the Adult Fiction Collection is to house the library's fiction, fiction genre, paperback and large print collections. While most of the collection will be on 90" shelving, the paperback and large print materials will be on 66" shelving for browsing and accessibility. Seating is provided specifically for users of the large print collection. This seat should be designed for ease of use by seniors.

Patrons will use this collection independently for the most part, looking for authors, titles or genres. One technology workstation is provided to assist in locating materials through the online catalog.

#### Occupancy

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 1

#### Relationships

The Fiction Collection should be adjacent to the popular book collections of the Marketplace. Patrons may look for the newest titles in the new book display area and then go to the fiction shelves for additional recreational reading. It forms a buffer between the noisier Marketplace and the quieter Adult Non-Fiction Collection, to which it is also adjacent.

The area should be close to the Quiet Reading Area that provides seating for adults using both the fiction and non-fiction collections.

#### ADJACENT:

Adult Popular Materials  
Adult Non-Fiction

#### CLOSE:

Quiet Reading Area

#### Flexibility

This area may expand or contract to meet the needs of the community for fiction versus non-fiction, adult versus children's and English versus Spanish materials. Shelving units should be standard throughout the library to allow this kind of shift.

#### Fenestration

Natural light is desirable in this space.

#### Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

#### CEILING:

Acoustical tile

#### WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or  
Fabric wall covering; Corner guards for columns and walls;  
Vinyl or carpet cove base

#### FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet  
with enhanced backing (No carpet pad permitted)

#### Access

The Adult Fiction Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning



and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted, since an attendant will be available.

#### Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the Marketplace. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Book stacks should be located as a buffer to the nearby reader seating so that patrons can escape for quiet reading, study or undisturbed thought.

#### HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Any thermostats in this area should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels.

#### Illumination

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the top to the bottom of the book stack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Lighting should not cause glare on the computer monitors.

#### Telecommunications

Provide two standard quad communications outlet (2 data, 2 voice) and a quad electrical outlet at the technology workstation to accommodate current and future technology use.

#### Security

This space will be visually supervised by the librarians from the Adult Mobile Reference Station. Because the service model has the librarian walking among the stacks and patrons offering assistance, this area will not need security cameras, even if visibility from the station is obstructed.

#### Signage

A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Required signage includes a major area directional and identification sign that can be seen from along the main travel path through the library. This directional sign may be wall-mounted or ceiling hung depending upon the design of the area. Signage specifications are included in the General Considerations of this document. Wording for the sign will be provided by the Library, so that it is consistent with other branches.

#### Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.

#### Description of Shelving Units

42" Aisle DF 90"H Steel Shelving W/ 14 Shelves	12	20	240
4000 Fiction			



**Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.

**Description of Furniture & Equipment Units**

Chair, Lounge	4	35	140
Computer, Public Desktop	1	0	0
Lamp, Table	1	0	0
Table, End	1	12	12
Technology Station, Systems Furniture	1	30	30



The primary function of the Adult Non-Fiction Area is to house the adult non-fiction books in English. These include general non-fiction as well as reference books. Patrons will use tables in this area for study. This area also houses 12 public access computer workstations and two networked printers. These are the primary computers for adults. Included among the workstations will be a station at which patrons can reserve time on the computers. An OPAC computer will be placed on a shelving end panel within the non-fiction collection for patron convenience.

Patrons will use this collection to explore their personal interests. Older students will use it for homework and research assignments.

With the exception of reference books (45"), most non-fiction material will be housed on 90" shelving.

#### Occupancy

READER SEATS: 12

TECHNOLOGY WORKSTATIONS: 12 plus one OPAC computer

#### Relationships

The Adult Non-Fiction Collection should be adjacent to the Quiet Reading Area for adults to provide seating for those who want to study and/or read. It should be located away from all of the noisier Children's Services spaces, with the exception of the children's non-fiction collection. Adult Non-Fiction should flow into the Children's non-fiction collection to facilitate the use of both by residents with limited education or English language proficiency without embarrassment.

The Adult Non-Fiction Collection should be adjacent to the Adult Fiction Collection. It should be somewhat removed from the busyness and noise of the Marketplace.

It should be close to the Teen Area. The collection in the Teen Area is a recreational one. Older students will use the Adult Non-Fiction collection for homework assignments and research.

#### ADJACENT:

Adult Quiet Seating  
Adult Fiction

#### CLOSE:

Children's Area (non-fiction collection)  
Teen Area

#### AWAY:

Marketplace

#### Flexibility

This area may expand or contract to meet the needs of the community for fiction versus non-fiction, adult versus children's and English versus Spanish materials. Shelving units should be standard throughout the library to allow this kind of shift.

#### Recommendations

Natural light is not desirable in this space because of the potential glare on the computers. Windows are better provided in the larger seating areas.

#### Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

#### CEILING:



Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or  
Fabric wall covering; Corner guards for columns and walls;  
Vinyl or carpet cove base

**FLOOR:**

Anti-static carpet tile or heavy weight commercial anti-static carpet  
with enhanced backing (No carpet pad permitted)

**Access**

The Non-Fiction Collection must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide.

Two of the twelve computer workstations will be electrically adjustable and ADA compliant. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space.

**Acoustics**

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Book stacks should be located as a buffer to the nearby reader seating so that patrons can escape for quiet reading, study or undisturbed thought.

**HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Any thermostats in this area should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels.

**Illumination**

Provide 30 foot candles vertically at 30" above the floor in the book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the top to the bottom of the book stack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

**Telecommunications**

Provide one standard quad communications outlet (2 data, 2 voice) and a quad electrical outlet at each computer workstation, including the print managing/printer station.

**Audio - Visual**

Two of the computers in this area will have the capacity to play CDs and DVDs, serving as listening/viewing stations for patrons with headphones.

**Security**

The Non-Fiction Area will be supervised by the staff from the Mobile Reference Station in the adult area of the library. The book stacks should be laid out to optimize visual supervision. It may not be possible, however, to have all areas visible to staff at the station. Staff moving among the patrons and collections regularly will preclude the need for security cameras in these obscured areas.

**Signage**



Neither the Adult Services Division nor the Adult Non-Fiction Collection will need an area sign, since they will be distinguished by high shelving and the scale of the furnishings. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs.

### **Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Shelving Units</b>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 200 Reference	4	12	48
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 10200 Non-Fiction	36	20	720
<b>Description of Furniture &amp; Equipment Units</b>			
Atlas Case	1	25	25
Chair, Reader's	12	0	0
Chair, Technology Workstation	8	0	0
Computer, Public Desktop	13	0	0
Dictionary Stand	1	10	10
End Panel Shelf For OPAC PC	1	20	20
File Cabinet, Lateral (Three Drawer)	1	20	20
Headphone, AV	4	0	0
Print Management Equipment	1	0	0
Print Manager Counter With Cabinets Below	1	30	30
Printer, Laser (B&W)	2	0	0
Stool, Kick-Step	4	0	0
Table, Reader's	3	100	300
Technology Carrel	10	45	450
Technology Carrel, Adjustable (Electrical) Height	2	45	90
Waste Basket	2	4	8





# Adult Spanish Language Area

## Function/Activity

This space houses the Spanish language books and audiovisual materials for adults. Spanish language newspapers and magazines are shelved in the Periodicals Area and Spanish language materials for children are in the Children's Area.

## Relationship

The Adult Spanish Language Area should be along a main path of travel and visible from the Public Entrance. This will be a very popular collection. It should be close to the other Spanish language materials for children, both preschool and older children, to accommodate Latino family members using the library together. It should be relatively close to the Service Desk; staff at this desk will supervise the area.

### CLOSE:

Service Desk  
Children's Area (Spanish language materials)

### SIGHT LINE:

Service Desk  
Mobile Reference Station (adult)

## Flexibility

The size of this collection may increase if there is demand for more than a popular collection. This would be done by shifting the proportion of English and Spanish materials. In the future Spanish audiovisual materials may be shelved with English items; the current plan has most Spanish language materials segregated for ease of access.

## Penetration

Natural light is desirable, avoiding east and west facing windows. Exterior windows will require roller blinds or other window coverings.

## Finishes

This is along a main path through the library. It will have heavy use, and may be carpeted (carpet tiles) or hard flooring. The floor finishes must be stain resistant, dirt repellent, durable and low maintenance. Wall finishes should be mark resistant, attractive, durable and easy to clean.

### CEILING:

Acoustical tile

### WALLS:

Vinyl or fabric wall covering; Vinyl or carpet  
cove base

### FLOOR:

Anti-static carpet tile, unfinished quarry tile, vinyl tile or  
heavy commercial anti-static carpet with enhanced backing

## Access

This area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of



36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

With a large number of residents both Spanish speaking and linguistically isolated, this collection is expected to be popular and noisy. Provide sound control through the use of acoustic ceilings, carpeted floor and wall treatments.

Temperature should be maintained between 68 degrees and 72 degrees. Any thermostats in this area should have lockable covers.

Provide 30 foot candles vertically at 30" above the floor. Lighting must be evenly distributed in the book stack area.

Staff at the Service Desk or Mobile Reference Station visually supervise this area.

A Spanish language area sign is needed that can be seen from the Public Entrance to help direct patrons to this collection. This directional sign may be wall-mounted or ceiling hung depending upon the design of the area. Signage specifications are included in the General Considerations of this document. Wording for the sign will be provided by the Library, so that it is consistent with other branches.

In addition to an area sign, a changeable insert sign system is required for stack end panels to identify the collection segments.

#### Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDE
	QTY	Sq. Ft.	D Sq. Ft.
<b>Description of Shelving Units</b>			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	12	20	240
2833 Spanish Language			



#### **Functional Requirements**

This is the office for the Branch Manager who plans activities and administers the library's plan of service. This office will provide a private space where staff interviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

#### **Occupancy**

STAFF WORKSTATION: 1

#### **Relationships**

This office should be adjacent to the Service Desk and close to the two library entrances to facilitate patron interaction with the Branch Manager and to handle any circulation problems that arise. It should have good visibility of the public space of the library, particularly the adult areas.

#### **ADJACENT:**

Service Desk

#### **CLOSE:**

School Entrance  
Public Entrance

#### **SIGHT LINE:**

Adult Spaces

#### **Fenestration**

An exterior window is highly desirable for this office. An interior window should provide a view of the public areas of the library. Roller blinds or shades will be needed for the windows when privacy is needed.

#### **Finishes**

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

#### **CEILING:**

Acoustical tile

#### **WALLS:**

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or  
Fabric wall covering; Corner guards for columns and walls;  
Vinyl or carpet cove base

#### **FLOOR:**

Anti-static carpet tile or heavy weight commercial anti-static carpet  
with enhanced backing (No carpet pad permitted)

#### **Access**

The Branch Manager's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

#### **Acoustics**

This office requires a high level of acoustical isolation to conduct staff supervision and private conversations with patrons. To achieve speech privacy, a full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

#### **HVAC**

